

Donnington Wood Infant School & Nursery



Attendance Policy

Based on 'Guidance for schools in developing a framework for a whole school attendance policy' from Telford & Wrekin

Date of Policy Creation	Jan 2019	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	Jan 2020	Named Responsibility	Safeguarding & Premises Committee
Inception of new Policy	Jan 2020	Named Responsibility	Mrs C Boddy
Date of Policy Adoption by Governing Body	March 2020		

The framework for our whole school attendance policy is based on the 5 'Ps' - namely, PHILOSOPHY, PRINCIPLES, PROCEDURES, PERFORMANCE & PRACTICE

PHILOSOPHY

Donnington Wood Infant School & Nursery is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

PRINCIPLES

The school will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law
- complete registers accurately at the beginning of each morning and during the afternoon session
- stress to parents/carers the importance of contacting staff early on the first day of absence
- display attendance information around the school and reward good and improved attendance of all pupils
- promote positive staff attitudes to pupils returning after absence
- consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole school attendance policy
- ensure regular evaluation of attendance procedures by senior managers and the school governors
- send regular newsletters to parents and pupils informing them of attendance information and related issues
- work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members

PROCEDURES

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will contact the parent by telephone to establish a reason for the absence. A voicemail message will be left if there is no reply. Staff will attempt to make contact with the parent on subsequent days of absence if no reason has been given. A daily written record is kept of absent pupils and the outcome of the above procedure. Staff may

consider a referral to the 'Strengthening Families Team' or contact 'Family Connect' if no contact can be made with the parent.

Attendance is monitored regularly by Senior managers. flow diagram is included at the end of this policy to show procedures followed when attendance falls below 93%.

Attendance Procedures

Sept (new school year)	Attendance letter sent to all parents including targets for the academic year	Head / Office
	Persistent Absentee list for previous school year established	Attendance staff
	Individual letter to all persistent absentees from previous year	Attendance staff
Daily	Sign in late children including reason for lateness	Office
	Reason for lateness logged on safeguarding system for target children	Office
	First day calls for absent children with no reason given	Office
	Subsequent day calls	Office
	Alert attendance staff regarding absence of target group children	Office
	Home visit (with letter) for absent target group children / suspected unauthorised holidays	Attendance staff
Weekly	Attendance cup (class) in assembly & on newsletter	Head / Office
	Early Bird (class – punctuality) in assembly and on newsletter	Head / Office
	Each class attendance % published on newsletter (including nursery)	Office
	Punctuality statistics published on newsletter	Office
	Corridor display with attendance for each class	Office
3 weekly	Attendance staff meet to review and track attendance	Attendance staff
	Attendance tracking spreadsheet updated	Attendance staff
	Actions set – Monitor / SAL 1 / SAL 2 / Attendance meeting / First warning / Final Warning / IUC / court	Attendance staff
Half termly	Analysis of attendance including vulnerable groups	Head
Termly	Report to Governors (attendance for all and vulnerable groups, statistics for interventions, trends)	Head
	97%+ certificates presented in assembly to individuals	Head
	100% certificates presented in assembly to individuals	Head
	Teachers to inform parents of attendance and impact on progress during parent consultations	Teachers
	Analysis of attendance including vulnerable groups	Head
Yearly	97%+ certificates presented in assembly to individuals	Head
	100% certificates presented in assembly to individuals	Head
	Analysis of attendance including vulnerable groups	Head

PERFORMANCE

It is important to set realistic targets for both attendance and persistent absence; these targets will be set during the Autumn term of each academic year, in consultation with the governing body. The governing body must approve the school target for attendance to be set for the following academic year. The target should be sent to the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term at the latest. In compiling an Action Plan, the school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- attendance has improved
- punctuality has improved
- persistent absence has reduced
- parental response to absences has improved
- re-integration plans have been successful

- the school has been successful in raising the profile of attendance both within the school, governing body and the local community
- pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- attendance issues have been included as topics in school assemblies, Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

PRACTICE

The school will recognise the importance of good practice by:

- keeping and maintaining registers accurately
- maintaining a consistent approach to marking registers
- regularly analysing attendance data
- ensuring prompt follow-up action in cases of non-school attendance
- recording (and retaining) carefully, all telephone messages
- retaining a signed copy of any correspondence
- liaising closely with the Attendance Support Team



Attendance Concerns Flow Diagram

Donnington Wood Infant School & Nursery (2020)

Holiday Penalty Notice
10 sessions (5 days) absence due to unauthorised holiday = request HPN

